



**U.S. Embassy in Freetown, Sierra Leone  
Public Affairs Section**

**GRANT APPLICATION FORM**

*The application must be submitted in English. Please type or print neatly.*

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**Name of the project:**

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**Organization Name:**

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**Project Theme (for example: youth leadership, media sensitization, women's empowerment, peaceful elections, environment)**

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**Amount Requested (U.S. dollars):**

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**Project Leader Name and Contact Information (phone, e-mail, fax, etc.).**

**Yes    No**

**If yes, when:** | |

**Have you ever received a grant from the U.S. Embassy? Circle yes or no.**

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**DUNS number.** *Applicants are required to have a Data Universal Numbering System Number.*



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**Date of SAM.gov Registration.** *Applicants are required to have first registered on SAM.gov before submitting an application.*

**Organizational History / Mission / Capacity:**

*(In the space below, briefly tell us about your organization, including its mission, year founded, structural organization, and organizational resources. Resources include the talents/skills of your team members, previous experience, and access to information.)*

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**Team Members:** *(Please provide below the name, title and a short bio of the people who will be engaged in the project. Bios should be 4-6 sentences long, and should mention any previous participation in State Department-sponsored programs.)*

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**Project Need:**

*(In 4-6 sentences below, explain why this project is important to your community. What is the core problem? What are the positive outcomes you want to see?)*

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**Target Audience:**

*(Who is the target audience for this project? Be as specific as possible. How many people will directly benefit from this project? Indirectly? Are there other stakeholders in your project?)*

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**Partner Organizations:**

*(We give preference to projects involving multi-stakeholders as we believe this increases the capacity, accountability and likelihood of success of projects. Please include background information about partner organizations involved in this project. Describe when and why organizations involved were founded and why they are a part of this project. If you are not working in partnership, provide the justification here.)*

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**Project Summary:**

*(Please complete below the overall goal and project objectives that you hope to achieve. The objectives should be something that can be measured later on, and the goal/ideal may be more difficult to measure. Think “big picture.”)*

1. Project Goal (*Example – Eliminate illiteracy*):

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2. Objective(s) (*Example – 80% of students at ABC School will pass the reading test during this school year.*):

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**Project Location:**

*(Where will the project be implemented? State the geographic location such as city or town. Please keep in mind that U.S. Embassy in Sierra Leone can only support programs happening in Sierra Leone.)*

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**Project Activities/Timeline:**

*(Provide details about all activities you will conduct to achieve the project’s goals and objectives and when they will take place. For example, an activity to help students pass a reading test could be to teach reading skills. Examples of public outreach activities include but are not limited to raising community awareness, facilitating a public dialogue or teaching community members new skills. When thinking about places to conduct activities, please consider working with the U.S. Embassy to use American Corners or International Resource Centers as free meeting spaces.)*

Date(s) / Date Range	Activities	Person Responsible/Assigned



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**Evaluation Plan and Sustainability:**

*(What indicators will you use to measure the success of your project? How do you plan to monitor project progress? How will you ensure sustainability of the project after funding ceases?)*

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Date

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Project Leader

*By signing this application, if your project is selected you agree to comply with all reporting requirements on the project's progress, and to provide pictures and feedback as applicable.*



## Budget Guidelines

1. Grants sizes are typically no more USD 1,000. Only under rare circumstances does the U.S. Embassy in Freetown grant awards higher than this amount. If your request is more than this amount, please first send an email to the Grants Officer Representative at [PASGrants@state.gov](mailto:PASGrants@state.gov) with your project title, goal and justification for needing more than USD 1,000. The Grants Officer Representative will review this initial request and determine whether your organization shall submit a formal grant request through this application.
2. Budgets must be submitted in U.S. dollars and should include the exchange rate used, currently **Le 4,310: USD 1**.
3. We will consider travel expenses for in-country travel that is integral to the project; however, travel should not be the majority of the project's funding.
4. Please provide budget narratives as requested under each expense category.
5. Cost sharing is not a requirement, but will be viewed favorably. Please note that any cost sharing must be explicitly stated in the detailed budget, and must be accounted for during the project.
6. Budget items that are NOT acceptable for this application include:
  - Miscellaneous expenses. Every item has to be listed.
  - Representational costs. (Food and drinks for banquets or luncheons). Absolutely no alcohol expense allowed.
  - Lobbying.
7. Please provide the nearest estimate of costs if exact costs are not available.



## Budget Summary

### Budget Narrative:

*(In 1-2 paragraphs, explain how the expenses are necessary to the success of the project. Describe any matching funds [monetary and/or in-kind] your organization, or your partners, will provide to support this project. Will you diversify funding for this project [ask other donors]? Will this project happen without the support of the U.S. Government?)*

### Diversification of Revenue:

*Provide an explanation of the monetary and in-kind contributions that you or another donor has agreed to donate to this project. Examples of in-kind donations include meeting space or refreshments. Use additional pages if necessary. Any items included in cost share should also be listed under the appropriate section in budget line item table below.*

### Budget Line Item:

*(Using the figure requested on page 1, break down your budget into line items. Describe in detail how the funds will be used. While estimates may be acceptable, exact figures are preferred. We encourage you to obtain bids/quotes for line items as grant guidelines will not allow you to line items beyond 10%.)*

Supply Description	Quantity	Unit Price (US dollars)	Justification	Total for Item (US dollars)	Requested U.S. Share of Cost	Your Share of Cost
Exchange Rate: \$1=Le4,310						
Total Costs (add all lines above)						

*Send completed applications to: U.S. Embassy; Public Affairs Section; ATTN: Grants Officer Representative; Southridge – Hill Station; Freetown, Sierra Leone; or send it via email to [PASGrants@state.gov](mailto:PASGrants@state.gov).*